

MARFIN APPLICATION PACKAGE

Table of Contents

| | <u>Page</u> |
|--|-------------|
| Introduction..... | 3 |
| Eligibility..... | 4 |
| Executive Order 12372 - State Single Point of Contact..... | 5 |
| OMB State Single Point of Contact Listing..... | 6 |
| Instructions for the Initial Application for Federal Assistance | 13 |
| Checklist of Items to be Submitted with MARFIN Applications for Federal Assistance..... | 18 |
| Where to Send Completed MARFIN Applications for Federal Assistance | 19 |

INTRODUCTION

The Marine Fisheries Initiative (MARFIN) Program received its initial impetus from a 1983 discussion paper entitled: "research Needs For Information Leading To Full and Wise Use of Fishery Resources In the Gulf of Mexico," by Dr. Thomas D. McIlwain of the State of Mississippi Gulf Coast Research Laboratory while he was in the office of Rep. Trent Lott ¹. This paper proposed an additional investment in fisheries research and development in the Gulf of Mexico to increase the economic contribution of underutilized and unutilized species, to develop more valuable products from existing fisheries, to develop export markets, to forecast variation in yields, and to conserve and maintain presently exploited resources.

In 1985, a joint federal, state, industry and academic task force, completed a report on the "Marine Fisheries Initiative - Gulf of Mexico Phase²," which detailed the research and development efforts necessary to enhance, restore and maintain fisheries in the Gulf of Mexico. Priority was placed on funding projects which had the greatest probability of maintenance and improvement of existing fisheries, generating increased revenue for the domestic industry, generating increased yields from fisheries, and generating increased recreational opportunity and harvest potential. Projects were to be selected for funding of their likelihood of achieving these benefits through both short-term and long-term research with consideration of the magnitude of the eventual benefit that might be realized.

The Lott-McIlwain paper and the Marine Fisheries Initiative publication were instrumental in gaining public support for the MARFIN program and congress allocated funds for the MARFIN Program for fiscal year (FY) 1985. Congress has appropriated an average of \$3 million per year since then. The FY 1992 appropriation expanded the program to include the South Atlantic. The goals and objectives of the South Atlantic phase of MARFIN are described in Special Report No. 13 of the Atlantic States Marine Fisheries Commission, "Marine Fisheries Initiative (MARFIN) South Atlantic Phase".

The FY 1998 Congressional appropriation extended the MARFIN Program to New England with funding of approximately \$500,000. For FY99, \$500,000 is available for competitive cooperative agreements for research and development projects that will result in the conservation and management of fisheries in the Northeastern coastal states, focusing on the New England region.

Applicants should follow the instructions and guidelines in the Federal Register and this application package in developing applications for funding under the MARFIN competitive financial assistance program. Applications must be received by the NMFS State, Federal & Constituent Program Office by 5:00pm on the deadline date published in the Federal Register notice. Applications received after that time will be returned to the applicant. No exceptions will be made to this requirement.

¹Office of Representative Trent Lott, Washington, DC; Dr. Thomas D. McIlwain; May 1983

²Gulf States Marine Fisheries Commission, P.O. Box 426, Ocean Springs, MS 39564; J.Y. Christmas, D.J. Etzold, T.D. McIlwain, L.B. Simpson, Eds. January 1985

Eligibility

NOAA generally makes financial assistance awards to institutions of higher education, state and local governments, private nonprofit organizations, commercial organizations, and individuals.

Eligibility requirements for financial assistance programs are contained in authorizing legislation and program regulations. Applicants should consult the request for applications published in the Federal Register to determine what requirements apply. Awards may be made to for-profit organizations and to individuals unless prohibited by program legislation or regulations.

Eligible nonprofit organizations which have not previously received NOAA support must submit proof of their status with the application for Federal assistance. Any of the following is acceptable evidence of status:

- A reference to the applicant's organization in the IRS's most recent list of tax-exempt organizations under Section 501c or the IRS Code;
- A copy of a currently valid IRS tax exemption certificate;
- A statement from a State taxing body or State Attorney General certifying that the applicant's organization has nonprofit status and that none of the net earnings accrue to any private shareholders;
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes nonprofit status, or
- Any of the above proof regarding a parent organization if one exists, and a statement signed by the parent organization that the applicant organization is a local nonprofit affiliate.

EXECUTIVE ORDER 12372 - STATE SINGLE POINT OF CONTACT

The MARFIN Financial Assistance Program is covered under Executive Order 12372, "Intergovernmental Review of Federal Programs". Under this Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs. Only the states and territories that appear on the following list have elected to participate in the Executive Order 12372 process and have established Single Points of Contact (SPOCS). It is not necessary for applicants whose state does not appear on the list to take any action regarding E.O. 12372. Applications for projects to be administered by Federally-recognized Indian Tribes are also exempt from the requirements of E.O. 12372. **See the attached list of the Single Points of Contact for each State and Territory.**

Non-exempt applicants should contact their SPOC as soon as possible and submit any required material so that the MARFIN Program Office can obtain and review SPOC comments as part of the award process. Indicated the date of this submittal (or date of contact if no submittal) on Block 16a of S.F. 424. The State SPOC will be notified if any applicant who is not exempt fails to indicated SPOC contact of the application form.

SPOCs have 60 days from the grant application deadline date to comment on applications for financial assistance under this program. When comments are submitted by the SPOCs directly to NOAA/NMFS, they should be addressed to National Marine Fisheries Service, State, Federal and Constituent Program Office, One Blackburn Drive, Gloucester, MA 01930-2298.

STATE SINGLE POINT OF CONTACT LISTING MAINTAINED BY OMB

SINGLE POINT OF CONTACT LIST

November 1998

In accordance with Executive Order #12372, "Intergovernmental Review of Federal Programs," Section 4, "the Office of Management and Budget (OMB) shall maintain a list of official State entities designated by the States to review and coordinate proposed Federal financial assistance and direct Federal development." This attached listing is the OFFICIAL OMB LISTING. This listing is also published in the Catalogue of Federal Domestic Assistance biannually.

In accordance with Executive Order #12372, "Intergovernmental Review of Federal Programs," this listing represents the designated State Single Points of Contact. The jurisdictions not listed no longer participate in the process BUT GRANT APPLICANTS ARE STILL ELIGIBLE TO APPLY FOR THE GRANT EVEN IF YOUR STATE, TERRITORY, COMMONWEALTH, ETC. DOES NOT HAVE A "STATE SINGLE POINT OF CONTACT." JURISDICTIONS WITHOUT "STATE SINGLE POINTS OF CONTACTS" INCLUDE: Alabama; Alaska; American Samoa; Colorado; Connecticut; Kansas; Hawaii; Idaho; Louisiana; Massachusetts; Minnesota; Montana; Nebraska; New Jersey; Ohio; Oklahoma; Oregon; Palau; Pennsylvania; South Dakota; Tennessee; Vermont; Virginia; and Washington.

This list is based on the most current information provided by the States. Information on any changes or apparent errors should be provided to the Office of Management and Budget and the State in question. Changes to the list will only be made upon formal notification by the State. Also, this listing is published biannually in the Catalogue of Federal Domestic Assistance.

ARIZONA

Arizona State Clearinghouse
3800 N. Central Avenue
Fourteenth Floor
Phoenix, Arizona 85012
Telephone: (602) 280-1315
FAX: (602) 280-8144
e-mail: jonis@ep.state.az.us

ARKANSAS

Mr. Tracy L. Copeland
Manager, State Clearinghouse
Office of Intergovernmental Services
Department of Finance and Administration
1515 W. 7th St., Room 412
Little Rock, Arkansas 72203
Telephone: (501) 682-1074
FAX: (501) 682-5206

CALIFORNIA

Grants Coordinator

Office of Planning and Research/State Clearinghouse
1400 Tenth Street, Room 121
Sacramento, California 95814
Telephone: (916) 323-7480
FAX: (916) 323-3018

DELAWARE

Francine Booth

State Single Point of Contact
Executive Department, Office of the Budget
540 S. duPont Hi., Suite 5
Dover, Delaware 19901
Telephone: (302) 739-3326
FAX: (302) 739-5661

DISTRICT OF COLUMBIA

Charles Nichols

State Single Point of Contact
Office of Grants Management and Development
717 14th Street, N.W. - Suite 1200
Washington, D.C. 20005
Telephone: (202) 727-6537
FAX: (202) 727-1617
e-mail: charlesnic@yahoo.com or cnichols-ogmd@dcgov.org

FLORIDA

Cherie L. Trainor

Coordinator

Florida State Clearinghouse
Department of Community Affairs
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100
Telephone: (850) 922-5438 or (850) 414-5495
FAX: (850) 414-0479
e-mail: cherie.trainor@dca.state.fl.us

GEORGIA

Debra S. Stephens

Coordinator

Georgia State Clearinghouse
270 Washington Street, S.W. - 8th Floor
Atlanta, Georgia 30334
Telephone: (404) 656-3855
FAX: (404) 656-7901
e-mail: ssda@mail.opb.state.ga.us

ILLINOIS

Virginia Bova
State Single Point of Contact
Illinois Department of Commerce and Community Affairs
James R. Thompson Center
100 West Randolph, Suite 3-400
Chicago, Illinois 60601
Telephone: (312) 814-6028
FAX: (312) 814-1800

INDIANA

Frances Williams
State Budget Agency
212 State House
Indianapolis, Indiana 46204-2796
Telephone: (317) 232-5619
FAX: (317) 233-3323

IOWA

Steven R. McCann
Division for Community Assistance
Iowa Department of Economic Development
200 East Grand Avenue
Des Moines, Iowa 50309
Telephone: (515) 242-4719
FAX: (515) 242-4809

KENTUCKY

Kevin J. Goldsmith, Director
John-Mark Hack, Deputy Director
Sandra Brewer, Executive Secretary
Intergovernmental Affairs
Office of the Governor
700 Capitol Avenue
Frankfort, Kentucky 40601
Telephone: (502) 564-2611
FAX: (502) 564-2849

MAINE

Joyce Benson
State Planning Office
184 State Street
38 State House Station
Augusta, Maine 04333
Telephone: (207) 287-3261
FAX: (207) 287-6489

MARYLAND

Linda C. Janey, JD
Manager, Clearinghouse and Plan Review Unit
Maryland Office of Planning
301 W. Preston Street - Room 1104
Baltimore, Maryland 21201-2305
Telephone: (410) 767-4491
FAX: (410) 767-4480

e-mail: Linda@mail.op.state.md.us

MICHIGAN

Richard Pfaff
Southeast Michigan Council of Governments
660 Plaza Drive - Suite 1900
Detroit, Michigan 48226
Telephone: (313) 961-4266
FAX: (313) 961-4869

MISSISSIPPI

Cathy Mallette
Clearinghouse Officer
Department of Finance and Administration
455 North Lamar Street
Jackson, Mississippi 39202-3087
Telephone: (601) 359-6762
FAX: (601) 359-6764

MISSOURI

Lois Pohl/Carol Meyer
Federal Assistance Clearinghouse
Office Of Administration
P.O. Box 809
Room 915, Jefferson Building
Jefferson City, Missouri 65102
Telephone: (573) 751-4834
FAX: (573) 522-4395

NEVADA

Heather Elliott
Department of Administration
State Clearinghouse
Capitol Complex
Carson City, Nevada 89710
Telephone: (702) 687-6367
FAX: (702) 687-3983

NEW HAMPSHIRE

Jeffrey H. Taylor
Director, New Hampshire Office of State Planning
Attn: Intergovernmental Review Process
Mike Blake, Office of State Planning
2 ½ Beacon Street
Concord, New Hampshire 03301
Telephone: (603) 271-2155
FAX: (603) 271-1728

NEW MEXICO

Nick Mandell
Local Government Division
Room 201, Bataan Memorial Building
Santa Fe, New Mexico 87503

Telephone: (505) 827-4991
FAX: (505) 827-4948

NEW YORK

New York State Clearinghouse
Division of the Budget
State Capitol
Marsha Roth
Albany, New York 12224
Telephone: (518) 474-1605
FAX: (518) 486-5617

NORTH CAROLINA

Chrys Baggett, Director
North Carolina State Clearinghouse
Office of the Secretary of Administration
116 West Jones Street - Suite 5106
Raleigh, North Carolina 27603-8003
Telephone: (919) 733-7232
FAX: (919) 733-9571

NORTH DAKOTA

Jim Boyd
North Dakota Single Point of Contact
Office of Intergovernmental Assistance
600 East Boulevard Avenue
Department 105
Bismarck, North Dakota 58505-0170
Telephone: (701) 328-2094
FAX: (701) 328-2308

RHODE ISLAND

Kevin Nelson
Review Coordinator
Department of Administration
Division of Planning
One Capitol Hill, 4th Floor
Providence, Rhode Island 02908-5870
Telephone: (401) 222-2656
FAX: (401) 222-2083

SOUTH CAROLINA

Omegia Burgess
State Single Point of Contact
Budget and Control Board
Office of State Budget
1122 Ladies Street - 12th Floor
Columbia, South Carolina 29201
Telephone: (803) 734-0494
FAX: (803) 734-0645

TEXAS

Tom Adams

Single Point of Contact, State of Texas
Governor's Office of Budget and Planning
Director, Intergovernmental Coordination
P.O. Box 12428
Austin, Texas 78711-2428
Telephone: (512) 463-1771
FAX: (512)
e-mail: tadams@governor.state.tx.us

UTAH

Carolyn Wright

Utah State Clearinghouse
Office of Planning and Budget
Room 116 State Capitol
Salt Lake City, Utah 84114
Telephone: (801) 538-1535
FAX: (801) 538-1547

WEST VIRGINIA

Judith Dryer

Chief Program Manager
West Virginia Development Office
Building #6, Room 645, State Capitol
Charleston, West Virginia 25305
Telephone: (304) 558-0350
FAX: (304) 558-0362

WISCONSIN

Jeff Smith

Section Chief
State/Federal Relations
Wisconsin Department of Administration
101 East Wilson Street - 6th Floor
P.O. Box 7868
Madison, Wisconsin 53707
Telephone: (608) 266-0267
FAX: (608) 267-6931

WYOMING

Matthew Jones

State Single Point of Contact
Office of the Governor
200 West 24th Street
State Capital, Room 124
Cheyenne, Wyoming 82002
Telephone: (307) 777-7446
FAX: (307) 632-3909

TERRITORIES

GUAM

Mr. Giovanni T. Sgambelluri
Director
Bureau of Budget and Management Research
Office of the Governor
P.O. Box 2950
Agana, Guam 96910
Telephone: 011-671-472-2285
FAX: 011-671-472-2825

PUERTO RICO

Norma Burgos/Jose E. Caro
Chairwoman/Director
Puerto Rico Planning Board
Federal Proposals Review Office
Minillas Government Center
P.O. Box 41119
San Juan, Puerto Rico 00940-1119
Telephone: (809) 727-4444 or (809) 723-6190
FAX: (809) 724-3270 or (809) 724-3103

NORTHERN MARIANA ISLANDS

Mr. Alvaro A. Santos, Executive Officer
Office of Management and Budget
Office of the Governor
Saipan, MP 96950
Telephone: (670) 664-2256
FAX: (670) 664-2272

Please direct all questions and correspondence about intergovernmental review to:

Ms. Jacoba T. Seman,
Federal Programs Coordinator
Telephone: (670) 664-2289
FAX: (670) 664-2272

VIRGIN ISLANDS

Nellon Bowry
Director, Office of Management and Budget
#41 Norregade Emancipation Garden Station
Second Floor
Saint Thomas, Virgin Islands 00802

Please direct all questions and correspondence about intergovernmental review to:

Daisey Millen
Telephone: (809) 774-0750

FAX: (809) 776-0069

If you would like a copy of this list faxed to your office, please call our publications office at: (202) 395-9068.

Last Updated: November 20, 1998

INSTRUCTIONS FOR THE INITIAL APPLICATION FOR FEDERAL ASSISTANCE

1. SF-424 Instructions

Item 1 - Mark "Non-Construction."

Item 3 - If clearinghouse review is required, complete the date the application is submitted by the applicant to the State clearinghouse and provide the applicant's identifier.

Item 4 - For Federal Use.

Item 5 - Enter the legal name of the applicant and the name of the primary organizational unit that will conduct the project; complete applicant's address, and the name and telephone number of the person to contact on matters related to the application.

Item 6 - Enter the Employer Identification Number as assigned by the Internal Revenue Service.

Item 7 - Complete as appropriate.

Item 8 - Complete: Mark "New" for the initial application.

Item 9 - Enter, "National Marine Fisheries Service."

Item 10 - Enter 11.433 MARFIN.

Item 11 - Write a short and concise title for the proposal.

Item 12 - List the significant areas affected by the proposed project, e.g., state, counties, cities.

Item 13 - Insert the proposed start and end date of the proposal.

Item 14 - List the applicant's Congressional district and the congressional districts affected by the project.

Item 15 - Fill in the estimated funding for the entire proposal. Round all figures to the nearest dollar.

- a. Federal share.
- b. Applicant share, if applicable.
- c. Complete, if applicable.
- g. Total.

Item 16 - Complete as required.

Item 17 - Complete. If yes, attach an explanation.

Item 18 - Complete the following:

- a. Typed name of authorized official.
- b. Typed title of authorized official.
- c. Typed telephone number of authorized official.

- d. Original signature of authorized official.
- e. Date signed.

2. SF-424B - Assurances (Instructions)

Assurances must be included with the SF-424. The applicant's Authorized Certifying Official must sign and date the certification at the end of Page 2 of the Assurances. Copies of other certifications are not acceptable.

3. Project Statement Instructions

Each project proposal must be completely and accurately designed and described. The following provides an outline of the major parts of a Project Statement.

Project Title:

Project Goals and Objectives: This is the most important part of the project statement. Use the following guidelines for stating the project goal or objective:

- ! Keep it simple and easy to understand.
- ! Be as specific and quantitative as possible.
- ! Specify the "what and when", avoid the "how and why".
- ! Keep the objective attainable within the time, funding, and staff available.
- ! Use action verbs that are accomplishment oriented.

Identification of the Problem(s) and Need for Government Assistance: Describe how existing stock assessment information and/or techniques restrict fishery management for New England fishery resources. Demonstrate the need for the requested assistance. Any appropriate data base needed to substantiate or reinforce the need for the project should be identified. Explain why other funding sources cannot support all of the proposed work. List all other sources of funding that are being (or have been) sought for the project. In this description, identify the following:

- ! The fisheries involved,
- ! The specific problem(s) that the fishing industry, management agencies or environmental organizations have encountered in the conservation and management of these resources,
- ! The sectors of the fisheries that are affected, and
- ! How the problem(s) prevent the fishing industry or management agencies from using or effectively managing the fishery resources.

Project Impacts/Results or Benefits Expected: Identify and document the results or benefits that are expected to be derived from the proposed activities and describe the impact of the proposal in terms of anticipated increased production, sales, exports, product quality and safety, improved conservation and management, social values or any other impact/benefit that will be produced. Describe how these products or services will be made available to the fishery and management communities.

Participation by Persons or Groups Other than the Applicant, Including Federal, State, and Local Government Activities and Related Federal Assistance: Identify and describe any related federally-sponsored projects and activities that are affiliated with the proposal, and discuss the impacts of the loss of such funding on attaining the goals and objectives of the project proposal. Describe the level of participation required in the proposed project by NOAA or other government and non-government entities. However, specific NOAA employees should not be named in the proposal. List any programs (Federal, state, or local government) or activities this project would affect and describe the relationship between the project proposal and those plans or activities.

Project Management: Describe how the performance of the proposal will be organized and managed. Include the resumé of the principal investigator(s). List all persons directly employed by the applicant who will be involved in the project, their qualifications, and their level of involvement in the proposal.

Monitoring of Project Performance: Identify the officials who will participate in supervising and monitoring the project.

4. Statement of Work (SOW)

Each SOW is a scientific or technical action plan of activities that are to be accomplished during the project. Each SOW must include the following information:

- ! The applicant's name.
- ! The proposed budget period covered under the SOW.
- ! The title of the proposal.
- ! The scientific or technical objectives and procedures that are to be accomplished. For each SOW, devise a detailed set of objectives and procedures to answer, "Who, what, how, when, and where". Each SOW must include objectives and procedures that are of sufficient detail to enable competent workers to follow them and to use them as guides to complete scheduled activities. Recommended cooperative agreement procedures should be included, as appropriate, and should identify: applicant activities and deliverables, NMFS activities and deliverables, and joint applicant/NMFS activities and deliverables.
- ! Describe the location of both the applicant's administrative offices and the actual location of the project, if different.
- ! List all project personnel and the responsibilities of each.
- ! Include a milestone chart or table that summarizes the procedures in the statement of work that are to be attained in each month.

5. SF-424A Budget Information and Justification Instructions

Project costs are the amount of funds required to accomplish activities in the proposed project. Costs must be allocated to the Federal and non-Federal share provided by the applicant or from other sources. Non-Federal costs are to be divided into cash and in-kind contributions. In addition to the budget form, applicants must include a justification for each direct and indirect cost element of the standard budget form.

6. Cost Element Breakdown Instructions

Include a cost estimate explanation to support each object class category in the budget form.

- ! Personnel - Provide, for each employee, the time (days, months, or hours) estimated to be used on the project; the cost per day, month or hour; the total estimated cost; and the Federal and non-Federal share of each. Total all cost categories.
- ! Fringe Benefits - express fringe benefits as a percentage of total salaries. Separate into major benefit categories.
- ! Travel - Break travel into the following categories: Separate into Federal and Applicant share. Include the per diem rate; number of travelers; number of travel days and total travel cost. All out of state and foreign travel must be justified in the SOW or be approved by the Program and Grants Offices before the travel. Travel to attend a scientific meeting will not be authorized unless justification is submitted to indicate that attendance at this meeting is necessary to meet the objectives of the project.
- ! Equipment - Equipment purchases are discouraged, since experienced investigators are expected to have sufficient capital equipment on hand. If equipment is necessary, identify equipment purchases or rental costs with the intended use. Equipment must be listed and the need for the purchase must be justified.
- ! Supplies and materials - List general categories of supplies and materials. Describe unusual items. Do not use words such as "etc." or "misc."
- ! Contractual Services - List and describe all contracts. Include the contractor's budget breakdown on a separate budget sheet. Applicants must have a sole source justification on file and available upon request.
- ! Other Costs - List and describe any other costs that are not assignable to the other direct cost categories.
- ! Indirect costs - Describe the indirect costs and attach a copy of the current negotiated rate as approved by a cognizant federal agency (see Section 8 below).
- ! Cost Summary Table - A cost summary table showing Federal, Applicant, and Total costs by budget category must be included.

7. Indirect Cost Instructions

Indirect Costs, if requested, should be based on the applicant's established indirect cost agreement rate with the Federal Government. A copy of the current, approved, negotiated Indirect Cost Agreement must be included. **Note: All applicants should realize that this program limits the indirect cost rate that may be charged to 25 percent of the federal share of total direct costs or the institution's negotiated indirect cost rate, whichever is less. Institutions with indirect cost rates above 25 percent may use the amount above the 25 percent level as part of the non-Federal share.**

8. Resumé of Principal Investigator(s) - provide a brief resumé for each Principal Investigator.

9. CD-511 - complete this form according to instructions on the form. Make sure to fill in the address on the second page. The form **must be signed by an authorized applicant official**.

11. CD-512 - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions and Lobbying, should be held for your records if you have a subrecipient or subcontractor who is being paid more than \$25,000.

**CHECKLIST OF ITEMS TO BE SUBMITTED
WITH MARFIN APPLICATIONS
FOR FEDERAL ASSISTANCE**

No exceptions will be granted to the 5:00 p.m. deadline for receipt of complete,
signed applications

| | |
|---|-------|
| SF-424 - APPLICATION FOR FEDERAL ASSISTANCE | _____ |
| PROJECT DESCRIPTION | _____ |
| STATEMENT OF WORK | _____ |
| SF-424A - BUDGET AND BUDGET JUSTIFICATION | _____ |
| SF-424B - ASSURANCES | _____ |
| NEGOTIATED INDIRECT COST RATE AGREEMENT (IF APPLICABLE) | _____ |
| STATE SINGLE POINT OF CONTACT REVIEW (IF APPLICABLE) | _____ |
| PROOF OF STATUS FOR FIRST TIME ELIGIBLE NON-PROFIT APPLICANTS | _____ |
| NAME AND TELEPHONE NUMBER OF PRINCIPAL INVESTIGATORS | _____ |
| RESUME OF PRINCIPAL INVESTIGATORS | _____ |
| CD-511 - CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS: DRUG-FREE WORKPLACE REQUIREMENTS AND LOBBYING | _____ |

WHERE TO SEND COMPLETED MARFIN APPLICATIONS FOR FEDERAL ASSISTANCE

A signed original and nine (9) copies of the complete application are required. Signed applications must be received at the following address before the deadline:

National Marine Fisheries Service
State, Federal & Constituent Program Office
One Blackburn Drive
Gloucester, Massachusetts 01930-2298

PLEASE NOTE THE FOLLOWING:

The application package must be assembled in the following order:

1. SF-424
3. Budget Sheets and Budget Justification
3. Project Description and Statement of Work
4. Supporting Documentation
5. Other forms; i.e., CD-511, Assurance Certification, Indirect Cost Rate Agreement (if applicable)